

# PCMG Business Direct – User Guide

## How to Create and Approve Multi-level Requisitions

### 1 Initial Requestor/User


1. Log in to BD site.
2. Add SKUs to cart.
3. Go to Shopping Cart. If cart has at least 1 SKU with customization or warranty, page will be redirected to Customization page.

Before adding these items to your cart, we need some additional information. Step 1 of 1 [Next](#)

**Shopping Cart Item(s)**

FIREWIRE 4-PIN TO 4-PIN  
Qty. CABLE 1M  
1  
Price: \$6.36


**Item(s) for Customization**

 Chromebox M004U -  
Celeron 2955U 1.4 GHz - 2  
GB - 16 GB  
Qty. 1  
Price: \$179.99  
[Update Qty.](#)

**Protect your investment (Optional)**



▼ Item 1: Chromebox M004U - Celeron 2955U 1.4 GHz - 2 GB - 16 GB  
PCMG Part#: 9962869 | Mfr. Part#: CHROMEBOX-M004U ☒

**Select your service plan**

▶  **SERVICE NET**

4. Specify customization/warranty details, and then click **Next**.
5. Click the **Requisition** button at the bottom of the page.

Shopping Cart [Save Cart](#) [Email Cart](#)  
You currently have 2 item(s) in your shopping cart.

Your Item(s)	Item Price	Instant Savings	Quantity	Total
 ASUS Chromebox M004U - Celeron 2955U 1.4 GHz - 2 GB - 16 GB # 9962869 Availability: In Stock - Usually ships the next business day <a href="#">Save for Later</a> <a href="#">Edit</a>	<del>\$499.99</del> \$179.99	-\$20.00	1 <a href="#">Delete</a>	\$179.99
 Cables To Go FIREWIRE 4-PIN TO 4-PIN CABLE 1M # 9017844 Availability: Not In Stock - Order now and we'll deliver when available. Please call us for an estimated arrival date <a href="#">Save for Later</a> <a href="#">Delete</a>	\$6.36		1 <a href="#">Delete</a>	\$6.36

[Back to Search Results](#)

Calculate Shipping:  [▶](#)

[Clear cart](#) [Update Cart](#)

Subtotal (2 items): \$186.35

[Requisition](#) ▶

6. On Verify Order page, specify the following:
  - a. Shipping Address
  - b. Shipping Method
  - c. Label
  - d. Required fields, if any

- e. Comments
- f. Line level comments



Need Help on your order?  
Call: 800-625-5468 x 48184

Shipping Address <span style="float: right;">✓</span>	Shipping Method <span style="float: right;">✓</span>												
SHERRY FIDDLER DMI HITSS 300 E. ST SW, WASHINGTON DC 20024  Telephone: (202) 358-0929	<div style="text-align: center; margin-bottom: 10px;"> <input type="button" value="Change"/> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td><input checked="" type="radio"/> UPS Ground (3-7 days)</td><td style="text-align: right;">\$0.00</td></tr> <tr><td><input type="radio"/> FedEx Ground (3-7 days)</td><td style="text-align: right;">\$0.00</td></tr> <tr><td><input type="radio"/> UPS 2nd Day Air (2 days)</td><td style="text-align: right;">\$26.95</td></tr> <tr><td><input type="radio"/> FedEx Economy (2 days)</td><td style="text-align: right;">\$29.15</td></tr> <tr><td><input type="radio"/> FedEx Standard Overnight</td><td style="text-align: right;">\$36.31</td></tr> <tr><td><input type="radio"/> FedEx Priority Overnight</td><td style="text-align: right;">\$56.65</td></tr> </table>	<input checked="" type="radio"/> UPS Ground (3-7 days)	\$0.00	<input type="radio"/> FedEx Ground (3-7 days)	\$0.00	<input type="radio"/> UPS 2nd Day Air (2 days)	\$26.95	<input type="radio"/> FedEx Economy (2 days)	\$29.15	<input type="radio"/> FedEx Standard Overnight	\$36.31	<input type="radio"/> FedEx Priority Overnight	\$56.65
<input checked="" type="radio"/> UPS Ground (3-7 days)	\$0.00												
<input type="radio"/> FedEx Ground (3-7 days)	\$0.00												
<input type="radio"/> UPS 2nd Day Air (2 days)	\$26.95												
<input type="radio"/> FedEx Economy (2 days)	\$29.15												
<input type="radio"/> FedEx Standard Overnight	\$36.31												
<input type="radio"/> FedEx Priority Overnight	\$56.65												

Reference Information <span style="float: right;">✓</span>	
<div style="margin-bottom: 10px;">           Requisition Label: <input type="text" value="Requisition A"/> </div> <div style="margin-bottom: 10px;">           Estimated Shipping Cost: <input type="text"/> </div> <div style="margin-bottom: 10px;">           Ship Method Reason: <input type="text"/> </div> <div>           Estimated Shipping Cost: <input type="text"/> </div>	<div style="border: 1px solid #ccc; height: 60px; padding: 5px;">             Include message... (optional)           </div>

7. Review request, and then submit Requisition. All next level approvers will receive an email notification.

Order Review <span style="float: right;">✓</span>					
Your Item(s)	Availability	Item Price	Quantity	Total	
<div style="display: flex; align-items: center;"> <div> <b>ASUS</b>            Chromebox M004U - Celeron 2955U 1.4 GHz - 2 GB - 16 GB            PCM Part#: 9952863      Mfr Part#: CHROMEBOX-M004U         </div> </div> <div style="border: 1px solid #ccc; height: 20px; margin-top: 5px; padding: 2px 5px;">Add a comment...</div>	In Stock	\$179.99	1	\$179.99	
<div> <b>Cables To Go</b>            FIREWIRE 4-PIN TO 4-PIN CABLE 1M            PCM Part#: 9017844      Mfr Part#: 28290         </div> <div style="border: 1px solid #ccc; height: 20px; margin-top: 5px; padding: 2px 5px;">Add a comment...</div>	Not in Stock	\$6.36	1	\$6.36	
<a href="#" style="color: #007bff; text-decoration: none;">Edit My Cart</a>		Subtotal (2 item/s):		\$186.35	
		Shipping and Handling:		\$0.00	
		Total Order:		\$186.35	

8. Requisition confirmation page will display additional information about the requisition number, such as Requisition No. and Status.

**Thank you! Your requisition has been submitted successfully.** [Print](#)

<b>Requisition No:</b> 0898390000463200	<b>Shipping Info</b>
<b>Requisition Label:</b> Requisition A	
<b>Status:</b> Pending for Purchase Approval By: NasaTest Tabisa Kali...	<b>Shipping Method:</b> UPS Ground (3-7 days)
	<b>Shipping Details:</b>
	Company Name: DMI HITSS
	Name: SHERRY FIDDLER
	Address: 300 E. ST SW, WASHINGTON, DC 20024
	Phone Number: (202) 358-0929

9. To view Requisition Detail page, click **Requisitions** link and locate the created requisition.



Welcome, Nasatest Jeff Anderson  
DIGITAL MANAGEMENT INC  
Role: Buyer, User

Your personal account executive  
**Fred Ramirez**  
Call: 800-625-5468 x 48184  
Email: manilaqa+bdproducer112820@gmail.com

[Requisitions\(2\)](#) [Quotes\(0\)](#) [Order Status](#) [My Company](#) [Nasatest Jeff Anders...](#)

10. On the Requisitions list, scroll to the bottom of the page to see the “Multi-level Requisitions” section. You may click either the Requisition No. or the View History link to know the status of the requisition.

#### Multi-Level Requisitions

The following multi-level requisitions (requisitions that require approval by authorized users) are pending review. Once reviewed, they must be either approved or rejected by each authorized user.

30 days | 60 days | 90 days |    ☐ Approved ☒ Pending ☐ Rejected

Date Created ^	Status ^	Requested By ^	SubTotal ^	Requisition # ^	Requisition Label ^	
07/20/2014 11:14 PM EST	Pending NasaTest Cindy Miller...	NasaTest Jeff Anderson	\$186.35	0898390000463200	Requisition A	<a href="#">View History</a>
07/20/2014 11:05 PM EST	Pending NasaTest Cindy Miller...	NasaTest Jeff Anderson	\$179.99	0108810000017900		<a href="#">View History</a>

- a. If you click View History, Approval History pop-up window will be displayed.

Approval History		
Date	Action	Name
07/20/2014 11:14 PM EST	Created	NasaTest Jeff Anderson
	Pending Approval	NasaTest Tabisa Kalisa...
07/20/2014 11:14 PM EST		NasaTest Chris Burroughs...
		NasaTest Jeff Anderson
		NasaTest Dennis Groth
07/20/2014 11:14 PM EST		NasaTest Kathy Luke...

- b. If you click Requisition No., Requisition Detail page will be opened, and the following information will be available — next approver, additional comments, and link to Approval History.

[Requisition](#) > Requisition Number: 0898390000463200

Requisition No: 0898390000463200  
 Requisition Label: Requisition A  
 Created By: NasaTest Jeff Anderson on 07/20/2014  
**Status: For Approval**

By: NasaTest Tabisa Kalisa, NasaTest Liz Weber, NasaTest Robin Lawson-Atcherson, NasaTest Naemah Lee, NasaTest Patrice Williams, NasaTest Regina Hoover, NasaTest Mary Dunn, NasaTest Justin Frech, NasaTest Cindy Miller, NasaTest Delores McClung, NasaTest Scott Howell, NasaTest LaDonna Ghee, NasaTest Monica Bowie, NasaTest Michelle McNair, NasaTest Kimberly Butler, NasaTest Omega Jones, NasaTest Kelly Johnson, NasaTest Elaine Bowman, NasaTest Susie Marucci, NasaTest Sharon Washington

[View History](#)

Shipping Info  
 Shipping Method: UPS Ground (3-7 days)  
 Shipping Details  
 Company Name: DMI HITSS  
 Name: SHERRY FIDDLER  
 Address: 300 E. ST SW, WASHINGTON, DC 20024  
 Phone Number: (202) 358-0929

Add comments to this Requisition:  
 Add a comment...  
 Submit

NasaTest Jeff Anderson at 11:24 PM, July 20, 2014  
 Test comment

11. Once the mid-level approver (approver who does not have final approval on requisition) approves the requisition, system will display the next approver under the Status.

**Thank you! Your requisition has been submitted successfully.** [Print](#)

Requisition No: 0898390000463200  
 Requisition Label: Requisition A  
 Status: Pending for Purchase Approval  
 By: NasaTest Chris Burro...

Shipping Info  
 Shipping Method: UPS Ground (3-7 days)  
 Shipping Details:  
 Company Name: DMI HITSS  
 Name: SHERRY FIDDLER  
 Address: 300 E. ST SW, WASHINGTON, DC 20024  
 Phone Number: (202) 358-0929

NasaTest Chris Burroughs, NasaTest Justin Frech, NasaTest Delores McClung

Approval History

Date	Action	Name
07/20/2014 11:14 PM EST	Created	NasaTest Jeff Anderson
07/21/2014 01:15 AM EST	Approved	NasaTest Tabisa Kalisa...
	Pending Approval	NasaTest Chris Burroughs...
		NasaTest Jeff A...
		NasaTest Dennis Groth
07/20/2014 11:14 PM EST		NasaTest Kathy Luke...

NasaTest Chris Burroughs, NasaTest Justin Frech, NasaTest Delores McClung

**Notes:** If the mid-level approver rejects the requisition, requisition will no longer be routed to the final approver. In addition, you will receive an email notification similar to the following:

Your order has been rejected by NasaTest Tabisa Kalisa,

Order Details	
Requisition Number:	0898390000463200
PO #:	NA
<b>Shipping Address:</b> SHERRY FIDDLER 300 E. ST SW, WASHINGTON DC 20024 Phone Number : 202-3580929	
<b>Shipping Method:</b> UPS Ground (3-7 days)	
Ship Method Requested:	FedEx Ground (3-7 days)

**Note:** Once an approver approves or rejects a requisition, the requisition will be removed from their multi-level requisitions list queue.

- Upon approval of the final approver, you must receive an email notification similar to the following:

**Subject:** Approved - PCMG Business Direct Requisition 0898390000463200 for DIGITAL MANAGEMENT INC (0148720642) Regarding Requisition A

**PCM-G**  
Business Direct

**Requisition Status Change Notification**

The status of Requisition number 0898390000463200 has just been changed from **Pending Approval from Buyer to Requisition has been ordered** by NasaTest Kathy Luke

Please note that the following comments were submitted with this status change:  
this is just a test

**Requisition Details:**  
 Requisition Number: 0898390000463200  
 Requisition Label: **Requisition A**  
 Date Requisition Status Changed On: 07/20/2014 04:36 PM  
 Requisition Status Changed By: **NasaTest Kathy Luke**

Regards,  
NasaTest Kathy Luke

- You may also track the order's progress via the Order Status link:



Welcome, Nasatest Jeff Anderson  
DIGITAL MANAGEMENT INC  
Role: Buyer, User

Your personal account executive  
**Fred Ramirez**  
Call: 800-625-5468 x 48184  
Email: manilaqa+bdproducer112820@gmail.com

[Requisitions\(2\)](#)
[Quotes\(0\)](#)
[Order Status](#)
[My Company](#)
[Nasatest Jeff Anders...](#)

## 2 Next Level Approver

- Log in to BD. All next level approvers will receive an email notification that appears as follows:
  - Subject:** New PCMG Business Direct Multi-Level Requisition 0898390000463200 for DIGITAL MANAGEMENT INC (0148720642) Regarding Requisition A

NasaTest Jeff Anderson has submitted an order on your PCMG Business Direct site and the order is pending your approval.

Please log in to your Business Direct site and go to your [Approvals Center](#) to review the order.

Order Details	
Requisition Number:	0898390000463200
PO #:	NA
<b>Shipping Address:</b> SHERRY FIDDLER 300 E. ST SW, WASHINGTON DC 20024 Phone Number : 202-3580929	
<b>Shipping Method:</b> UPS Ground (3-7 days)	

- Once logged in, click the **Requisitions** link, and then scroll down to the bottom of the page to view Multi-level Requisitions section.
- Click the requisition number of the requisition to approve.

#### Multi-Level Requisitions

The following multi-level requisitions (requisitions that require approval by authorized users) are pending review. Once reviewed, they must be either approved or rejected by each authorized user.

30 days | 60 days | 90 days |    ☐ Approved ☒ Pending ☐ Rejected

Date Created ^	Status ^	Requested By ^	SubTotal ^	Requisition # ^	Requisition Label ^	
07/20/2014 11:14 PM EST	Pending NasaTest Cindy Miller...	NasaTest Jeff Anderson	\$186.35	0898390000463200	Requisition A	<a href="#">View History</a>
07/20/2014 11:05 PM EST	Pending NasaTest Cindy Miller...	NasaTest Jeff Anderson	\$179.99	0108810000017900		<a href="#">View History</a>

- On the Requisition Detail page, you can add comments, and Approve/Reject the requisition.

[Requisition](#) > Requisition Number: 0898390000463200



Requisition No: 0898390000463200  
Requisition Label:  
Requisition A  
Created By: NasaTest Jeff Anderson on 07/20/2014  
**Status: For Approval**

By: NasaTest Tabisa Kalisa, NasaTest Liz Weber, NasaTest Robin Lawson-Atcherson, NasaTest Naemah Lee, NasaTest Patrice Williams, NasaTest Regina Hoover, NasaTest Mary Dunn, NasaTest Justin Frech, NasaTest Cindy Miller, NasaTest Delores McClung, NasaTest Scott Howell, NasaTest LaDonna Onee, NasaTest Monica Bowie, NasaTest Michelle McHarr, NasaTest Kimberly Butler, NasaTest Omega Jones, NasaTest Kelly Johnson, NasaTest Elaine Bowman, NasaTest Susie Marucci, NasaTest Sharon Washington  
[View History](#)

Add comments to this Requisition:

NasaTest Jeff Anderson at 11:24 PM, July 20, 2014  
Test comment

Shipping Info  
Shipping Method: UPS Ground (3-7 days)  
Shipping Details  
Company Name: DMI HITSS  
Name: SHERRY FIDDLER  
Address: 300 E. ST SW, WASHINGTON, DC 20024  
Phone Number: (202) 358-0929

Items in Requisition	Item Price	Quantity	Total
 <a href="#">FIREWIRE 4-PIN TO 4-PIN CABLE 1M</a> PC Mall Part #: 9017844 Mfr Part #: 28290 Comment to this item: No comment added...	\$6.36	1	\$6.36
 ASUS <a href="#">Chromebox M004U - Celeron 2955U 1.4 GHz - 2 GB - 16 GB</a> PC Mall Part #: 9962869 Mfr Part #: CHROMEBOX-M004U Comment to this item: No comment added...	\$179.99	1	\$179.99

Sub Total : \$186.35  
 Shipping Fee : \$0.00  
**Grand Total : \$186.35**

Reject

Approve

5. If you clicked **Approve**, page will be redirected to Verify Order page, where you can specify the following before you click **Submit Requisition**.


- Add/Edit Shipping Address
- Add Comments
- Override Custom Fields
- Add line level comments



Need Help on your order?  
 Call: 800-625-5468 x 48184

Shipping Address <span>✓</span>	Shipping Method <span>✓</span>
SHERRY FIDDLER DMI HITSS 300 E. ST SW, WASHINGTON DC 20024  Telephone: (202) 358-0929 <div>Change</div>	<div> <input checked="" type="radio"/> UPS Ground (3-7 days) \$0.00  <input type="radio"/> FedEx Ground (3-7 days) \$0.00  <input type="radio"/> UPS 2nd Day Air (2 days) \$26.95  <input type="radio"/> FedEx Economy (2 days) \$29.15  <input type="radio"/> FedEx Standard Overnight \$36.31  <input type="radio"/> FedEx Priority Overnight \$56.65           </div>
<b>Reference Information <span>✓</span></b> <div> <div>           Requisition Label: <input type="text" value="Requisition A"/>            Estimated Shipping Cost: <input type="text"/>            Ship Method Reason: <input type="text"/>            Estimated Shipping Cost: <input type="text"/> </div> <div>           Include message... (optional)           <div></div> </div> </div>	

Order Review

Your Item(s)	Availability	Item Price	Quantity	Total
 <div> ASUS  Chromebox M004U - Celeron 2955U 1.4 GHz - 2 GB - 16 GB  PCM Part#: 9952863      Mfr Part#: CHROMEBOX-M004U </div> <div>Add a comment...</div>	In Stock	\$179.99	1	\$179.99
<div> Cables To Go  FIREWIRE 4-PIN TO 4-PIN CABLE 1M  PCM Part#: 9017844      Mfr Part#: 28290 </div> <div>Add a comment...</div>	Not in Stock	\$6.36	1	\$6.36

[Edit My Cart](#)

Subtotal (2 item/s): \$186.35  
Shipping and Handling: \$0.00  
**Total Order: \$186.35**

Submit Requisition

- Review request, and then click **Submit Requisition**.

Thank you! Your requisition has been submitted successfully. [Print](#)

Requisition No: 0898390000463200  
Requisition Label: Requisition A  
Status: Pending for Purchase Approval  
By: NasaTest.Jeff Anders...

Shipping Info

Shipping Method: UPS Ground (3-7 days)  
Shipping Details:

Company Name: DMI HITSS  
Name: SHERRY FIDDLER  
Address: 300 E. ST SW,  
WASHINGTON, DC 20024  
Phone Number: (202) 358-0929

**Note:** Once an approver approves or rejects a requisition, the requisition will be removed from their multi-level requisitions list queue.

## 3 Final Approver

- Log in to BD.
- All approvers will receive an email notification that appears as follows:



NasaTest Jeff Anderson has submitted an order on your PCMG Business Direct site and the order is pending your approval.


Please log in to your Business Direct site and go to your [Approvals Center](#) to review the order.



Order Details	
Requisition Number:	0898390000463200
PO #:	NA
<b>Shipping Address:</b> SHERRY FIDDLER 300 E. ST SW, WASHINGTON DC 20024 Phone Number : 202-3580929	
<b>Shipping Method:</b> UPS Ground (3-7 days)	

- Once logged in, click the **Requisitions** link, and then scroll down to the bottom of the page to view Multi-level Requisitions section.
- Click the requisition number of the requisition to approve.

#### Multi-Level Requisitions

The following multi-level requisitions (requisitions that require approval by authorized users) are pending review. Once reviewed, they must be either approved or rejected by each authorized user.



[30 days](#) | [60 days](#) | [90 days](#) | From  To  [GO](#) ☐ Approved ☒ Pending ☐ Rejected

Date Created ^	Status ^	Requested By ^	SubTotal ^	Requisition # ^	Requisition Label ^	
07/20/2014 11:14 PM EST	Pending NasaTest Joel Gregorio...	NasaTest Jeff Anderson	\$186.35	<a href="#">0898390000463200</a>	Requisition A	<a href="#">View History</a>

- On the Requisition Detail page, you can add comments.

[Requisition](#) > Requisition Number: 0898390000463200

Requisition No: 0898390000463200  
Requisition Label:  
Requisition A  
Created By: NasaTest Jeff Anderson on 07/20/2014  
**Status: Pending**  
By: NasaTest Kathy Luke, NasaTest Joel Gregorio  
[View History](#)

**Shipping Info**  
Shipping Method: UPS Ground (3-7 days)  
**Shipping Details**  
Company Name: DMI HITSS  
Name: SHERRY FIDDLER  
Address: 300 E. ST SW, WASHINGTON, DC 20024  
Phone Number: (202) 358-0929

Add comments to this Requisition:  
  
[Submit](#)

[NasaTest Jeff Anderson](#) at 11:24 PM, July 20, 2014  
Test comment

- And then can also **Reject** the requisition, send the shopping cart to your Account Executive for an **RFQ** (Request for Quote), or **Checkout**

Reject	▶	Request for Quote	▶	Checkout	▶
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7. If you clicked **Checkout**, page will be redirected to Verify Order page, where you can specify the following before you click **Submit Your Order Now**.
- Add/Edit Shipping Address
  - Select Shipping Method
  - Specify Billing and Payment Method
  - Add Comments
  - Override Custom Fields
  - Add line level comments



Need Help on your order?  
Call: 800-625-5468 x 48184

Shipping Address ✓		Shipping Method ✓													
SHERRY FIDDLER DMI HITSS 300 E. ST SW, WASHINGTON DC 20024  Telephone: (202) 358-0929		<div>Change</div> <table> <tr> <td><input checked="" type="radio"/> UPS Ground (3-7 days)</td> <td>\$0.00</td> </tr> <tr> <td><input type="radio"/> FedEx Ground (3-7 days)</td> <td>\$0.00</td> </tr> <tr> <td><input type="radio"/> UPS 2nd Day Air (2 days)</td> <td>\$26.95</td> </tr> <tr> <td><input type="radio"/> FedEx Economy (2 days)</td> <td>\$29.15</td> </tr> <tr> <td><input type="radio"/> FedEx Standard Overnight</td> <td>\$36.31</td> </tr> <tr> <td><input type="radio"/> FedEx Priority Overnight</td> <td>\$56.65</td> </tr> </table>		<input checked="" type="radio"/> UPS Ground (3-7 days)	\$0.00	<input type="radio"/> FedEx Ground (3-7 days)	\$0.00	<input type="radio"/> UPS 2nd Day Air (2 days)	\$26.95	<input type="radio"/> FedEx Economy (2 days)	\$29.15	<input type="radio"/> FedEx Standard Overnight	\$36.31	<input type="radio"/> FedEx Priority Overnight	\$56.65
<input checked="" type="radio"/> UPS Ground (3-7 days)	\$0.00														
<input type="radio"/> FedEx Ground (3-7 days)	\$0.00														
<input type="radio"/> UPS 2nd Day Air (2 days)	\$26.95														
<input type="radio"/> FedEx Economy (2 days)	\$29.15														
<input type="radio"/> FedEx Standard Overnight	\$36.31														
<input type="radio"/> FedEx Priority Overnight	\$56.65														
Billing and Payment Method ✓															
DIGITAL MANAGEMENT INC 400 VIRGINIA AVE. S W. STE 200, ATTN: ACCOUNTS PAYABLE, WASHINGTON DC 20024  Telephone: (240) 223-4800		<div>Open Account</div> <div>Change</div>													

8. Review request, and then click **Submit Requisition**.

Order Review					
Your Item(s)	Availability	Item Price	Quantity	Total	
 <div>ASUS Chromebox M004U - Celeron 2955U 1.4 GHz - 2 GB - 16 GB PCM Part#: 9962869      Mfr Part#: CHROMEBOX- M004U</div> <div>Add a comment...</div>	In Stock	\$179.99	1	\$179.99	
<div>Cables To Go FIREWIRE 4-PIN TO 4-PIN CABLE 1M PCM Part#: 9017844      Mfr Part#: 28290</div> <div>Add a comment...</div>	Not in Stock	\$6.36	1	\$6.36	

[Back To Requisitions](#)

Subtotal (2 item/s):	\$186.35
Tax:	\$0.00
Shipping and Handling:	\$0.00
Total Order:	<b>\$186.35</b>

- ☐ Do not display price on invoice.
- ☐ Wait to ship until all items are in stock.
- ☐ I certify that this purchase is tax free.

**Submit Your Order Now!**

9. Upon order submission, you will receive an email notification, similar to the following:
- Subject: PCMG Business Direct Order R0009698 Submitted Confirmation for DIGITAL MANAGEMENT INC (12773371)

**Order Confirmation**

**Dear NasaTest Kathy Luke,**

Thank you for placing your order with PCMG. Please note that it will take at least 1-2 hours for the order to display in your Business Direct account. You will receive another email confirmation once processing has been completed.

Please save this message for future reference.

Order details			
<b>Order Number :</b>	R0009698	<b>PO# :</b>	123
<b>Order date :</b>	07/21/2014	<b>Customer# :</b>	148720642
<b>Invoice List :</b>	R0009698	<b>Purchaser :</b>	

Billing Address / Payment Methods	Shipping Address / Shipping Methods
400 VIRGINIA AVE. S W. STE 200, ATTN: ACCOUNTS PAYABLE , WASHINGTON DC 20024 Phone Number : 240-2234800	SHERRY FIDDLER 300 E. ST SW, WASHINGTON DC 20024 Phone Number : 202-3580929
Open Account	UPS Ground (3-7 days)

10. You may also track the status of your order via the Order Status link on BD.



Welcome, Nasatest Jeff Anderson  
DIGITAL MANAGEMENT INC  
Role: Buyer, User

Your personal account executive  
**Fred Ramirez**  
Call: 800-625-5468 x 48184  
Email: [manilaqa+bdproduser112820@gmail.com](mailto:manilaqa+bdproduser112820@gmail.com)

[Requisitions\(2\)](#) [Quotes\(0\)](#) [Order Status](#) [My Company](#) ▾ [Nasatest Jeff Anders...](#) ▾